

Division of Information Systems and Communications

Bureau of Administrative Services

Who do you call to order office supplies, arrange for a rental car, and check on a travel reimbursement? Who orders equipment, pays bills, sets rates, plans office renovations and publishes the monthly DISC newsletter? These are examples of services provided by the Bureau of Administrative Services (BAS). The 35 people who work in BAS manage contracts, pay vendor invoices, send out customer billings, prepare the budget, develop rates and provide office support services. Morey Sullivan is the bureau manager and serves as the Chief Fiscal Officer and H/R manager. Let's take a look at who does what in BAS. We will look first at Accounting Services, then Fiscal Services, Office Services, Renovations and Central Mail Services.

Business Continuity/Disaster Recovery

Provide an awareness and training program that will provide agencies, divisions, bureaus and local units of government the methodology resources and basic training to incorporate business continuity and continuity of government operations into their management and procedural functions. We also manage and coordinate the DISC business continuity teams in the development and preparation of their individual team plans. We manage the annual hot site recovery exercise which involves several DISC teams as well as a number of participating agencies all coordinated with our vendors technical support recovery services.

The unit is managed by Dan Swearingen (296-7422) and staffed by Cheryl Shaughnessy (296-1923).

Fiscal Services

The Fiscal Services staff computes rates, prepares the annual budget and prepares Service Level Agreements (SLA). Pat Orr is the supervisor of this unit. The table below lists each staff member and their major responsibilities.

Name	Phone Number	Responsibility
Pat Orr	296-7097	Supervisor
		Budget
		SLA
		Federal Filing
Larry Caldwell	296-2927	Cost Allocation
		Rate Setting
		Budget
		SLA
		Special Projects
		DISC 3 Year IT Plan
		Petty Cash

Accounting Services

The Accounting Services Unit orders, receives and pays for all DISC goods and services. This unit is also responsible for all DISC Billings, the Telecom Storeroom and cash flow. Jennifer Sauer is the manager for this unit. The table below lists each staff member and their major responsibilities.

Name	Phone Number	Responsibility
Jennifer Sauer	296-2921	Accounting Manager
		Purchase Requests
		Cash Flow and Forecasts
		Special Projects
Laura Browne	296-5259	DISC & State Contracts - (new & renewals)
		Fixed Assets (inventory & delete requests)
		Software Purchase Requests
		Contractor Purchase Requests
		Business Procurement Cards (BPC)
Pam Shadduck	296-0104	Accounts Payable
		Employee Reimbursements
		Cellular & Pager Invoices
Shelly Myers	296-4111	Supervises Accounts Receivable
		KIRMS – Data Services Billings
		Data Circuit (Frame, RLAN, MAN) Invoices
		Special/SLA Billings
Shirley Perry	296-2707	KIRMS – Telecom Billings
		BOT Contract Repair Invoices
		WSOB Plexar Invoices
		AT&T (Kans-A-N) Calling Cards
LaTonya Drakes	296-8092	Accounts Receivable Reporting
		Daily DISC Deposit
		Central Mail Billings
		Enterprise Application Billings
		Data Processing Billings
		KIRMS – Trouble Tickets
Dornella Leal	296-8506	Supervises Telecom Storeroom
		Switched Network (Long Distance) Invoices
		Topeka & KCC Plexar Invoices
		BOT Purchase Requests
Pam Rodecap	296-1271	Telecom Storekeeper
		DISC Incoming Deliveries

Office Services

The Office Services staff provides Human Resource services, orders office supplies, processes travel requests and distributes mail. Lisa Smith is the supervisor of this unit. The table below lists each staff member and their major responsibilities.

Name	Phone Number	Responsibility
Lisa Smith	296-5501	Supervisor
		Recruitment
		Human Resources
		Timekeeper for BAS, Central Mail and Managers
		New Hire Orientation
		Building Cards and access
Jean Pierce	296-6079	Travel/Training Coordinator
		Office Supplies
		DISC Publications
		DISC Org Chart
Lisa Cameron	296-4064	Receptionist
		Vehicle Requests
		Timekeeper for BOCS, BDAS and KITO
		Service Requests for BDAS
Virginia Foley	296-4124	Employee Reviews
		Employee Position Descriptions/Profiles
		Timekeeper for BIS and NCC
		Vehicle Maintenance
		Cell Phones and Pagers
Carol Coates	296-6011	DISC Mail
		Back-up Receptionist
Charlotte Thompson	296-7869	Data Entry
		Back-up Receptionist

COMMUNICATIONS/SPECIAL PROJECTS

Name	Phone Number	Responsibility
Charlene Atwood	296-8777	Project Management-Special Projects
		Customer Communications
		DISC Newsletter
		Bureau Organizational Charts
		DISC Publications

DISC PLANNING SERVICES

Name	Phone Number	Responsibility
Doug Quinn	296-4886	Project Management
		Renovations
		Monitor DofA for HIPAA Readiness
		Oracle and SAS Software Administration
		Agency Representative for building issues

Central Mail Services

Central Mail provides building mail distribution, mail pickup and metering services in full compliance with postal regulations and requirements. The unit operates a Multi-Line Optical Character Reader (MLOCR) that determines the correct zip code by reading mail pieces at 30,000 to 40,000 pieces per hour. The Central Mail manager is David Lord (291-3159).

DISC Rates for Services

DISC establishes rates for the information technology services it provides to state agencies and local units of government. For a complete listing of DISC services, please visit the web site <http://www.da.ks.gov/disc/services/default.htm>.

DISC Service Level Agreements

DISC provides Service Level Agreements (SLA) for customers with specific services not provided in our rates. A SLA is a contract between DISC and the customer that identifies the service, its level of commitment and the cost to provide the specific service. Most agreements fall within four main categories – data center hosting facilities, mainframe printing applications, network services and wireless switching. The following table lists each SLA DISC has in force with its customers.

Agency Name	Type	SLA Purpose
Aging	ODC	ODC data center hosting
Agriculture	Printing	Printing services
Agriculture	Wireless	Wireless service
KBI	ID Checks	Background checks
KBI	KCJIS	KCJIS support
KHP	KCJIS	KCJIS support
Behavioral Sciences	Wireless	Wireless service
KCC	Wireless	Wireless service
Health Policy	LAN Support	LAN support
Budget Division	BMS	Budget system support
Facilities Mgmt	LAN Support	LAN support
KDHE	Printing	Printing services
KDHE	Mail	Mail services
KDHE	ODC	ODC data center hosting
KDOT	LSOB data center	Data center hosting
KDOT	Fiber	DISC KANWIN access
KDOT	Fiber	KANWIN fiber access
KDOT	ODC	ODC data center hosting
KHP	LSOB data center	Data center hosting
KHP	Wireless	Wireless service
Historical Society	Wireless	Wireless service
Labor	LSOB data center	Data center hosting
Labor	ODC	ODC data center hosting
KPERS	LSOB data center	Data center hosting
Legislature	KANWIN	KANWIN services
Lottery	ODC	ODC data center hosting
Nursing	Printing	Printing services
Nursing	ODC	ODC data center hosting
Nursing	LSOB data center	Data center hosting
Corrections	LSOB data center	Data center hosting
Corrections	ODC	ODC data center hosting
Real Estate	Wireless	Wireless service
Racing & Gaming	LSOB data center	Data center hosting
Racing & Gaming	ODC	ODC data center hosting
Regents	Firewall	Firewall Services

Regents	Wireless	Wireless service
Revenue	LSOB data center	Data center hosting
Revenue	Open Systems	KDOR application support
Revenue	ODC	ODC data center hosting
Revenue	Printing	Printing services
Secretary of State	LSOB data center	Data center hosting
Secretary of State	Firewall	Firewall Services
Secretary of State	ODC	ODC data center hosting
Secretary of State	Wireless	Wireless service
Securities	LSOB data center	Data center hosting
SRS	LSOB data center	Data center hosting
SRS	ODC	ODC data center hosting
Education	ODC	ODC data center hosting
Education	Wireless	Wireless service
Tech Professions	Printing	Printing services
Treasurer	ODC	ODC data center hosting
Judicial Branch	Wireless	Wireless service
Water Office	GIS	GIS
Wildlife & Parks	LSOB data center	Data center hosting
Wildlife & Parks	Wireless	Wireless service